



## JOB OPPORTUNITY

# Content & Community Assistant

## Part-time

### About us

**Company :** Journeys\_tn

**Address:** Résidence Imen 1 la Soukra, Ariana

**Email Address:** [contact.uniciteconsulting@gmail.com](mailto:contact.uniciteconsulting@gmail.com)

**Website :** <https://journeys-tn.com>

At Journeys, we create beautifully designed wellness and productivity tools to support personal and professional growth. Our mission is to help people live more intentionally and joyfully. If you're passionate about creativity, mental well-being, and working on a meaningful project, we'd love to meet you.

### Your Mission

As our Content & Community Assistant, you'll bring the Journeys brand to life online. You'll create content, engage with our audience, and help spread our message across social media and digital platforms.

### Responsibilities

- Design simple and aesthetic content using Canva (posts, stories, templates)
- Edit short-form video content (Reels) using mobile apps like InShot
- Write or help refine captions in alignment with our tone
- Help schedule and post content on Instagram/Facebook
- Respond to comments, DMs, and engage with our community
- Occasionally update the website with new products or edits
- Participate in creative brainstorming sessions with the founder
- Monitor performance and suggest improvements
- Work on community engagement ideas, email newsletters, or blog drafts when needed
- Support occasional B2B prospection (reaching out to potential collaborators)

### You're a great fit if

- You're creative and have a good eye for clean, modern design
- You enjoy writing and connecting with people online
- You're comfortable with tools like Canva, Instagram, and InShot
- You're proactive, organized, and open to learning
- You're fluent in English and Tunisian Arabic

- You're interested in wellness, creativity, and intentional living
- **No previous experience required**

## Working Hours

- **4 days/week in-office:** Monday, Wednesday, Thursday, Friday **(10:00-14:30)**
- **1 day/week work-from-home:** Tuesday **(10:00-14:30)**
- **Total: 20 hours/week (part-time)**

## Compensation

1. Fixed monthly rate: 500 DT
2. Bonuses available for peak periods or special achievements
3. Bonus system also applies to successful B2B deals (to be explained further)

## How to apply

Send an email to [contact.uniciteconsulting@gmail.com](mailto:contact.uniciteconsulting@gmail.com) & [coach.chahinezbouarada@gmail.com](mailto:coach.chahinezbouarada@gmail.com) with:

- Your CV
- A short paragraph explaining why you're interested in this position
- Two Canva creations ( or a portfolio if available)

We cannot wait to have you on board!